



Maryland Department of Budget & Management

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Office of Personnel Services and Benefits

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CECILIA JANUSZKIEWICZ
Deputy Secretary

MEMORANDUM

TO: Agency Heads
Personnel Directors

FROM: Andrea M. Fulton
Executive Director

DATE: April 28, 2004

RE: July 2004 General Increase/Increment Implementation

Enclosed are copies of the salary schedules for the Standard Pay Plan and the Executive Pay Plan reflecting the \$752 general increase effective July 1, 2004.

The general increase in salary scales other than 9990, 9995, 9998 and 9999 will process automatically. This includes virtually all positions under the Department of Budget and Management's (DBM) salary jurisdiction and positions not subject to the DBM authority, but for which the Department has been authorized to process general increases automatically.

For employees in scales 9990, 9995, 9998, and 9999 agencies must forward to DBM a completed personnel transaction form (MS-310) for each position to receive the general increase.

There are no delays or restrictions on Standard Pay Plan increments in fiscal year 2005. Employees eligible for July increments with performance ratings of "meets standards" or above will be processed automatically on July 1, 2004. Also, based on performance ratings, January increments will be automatically processed on January 1, 2005.

For questions regarding the implementation, please contact Mr. Arthur Merkle, Director of the Division of Salary Administration and Position Classification (410-767-4778); Mr. Jerry Thomas, Assistant Director Salary Administration (410-767-4760); or Ms. Patricia Jarkowski, Senior Salary Analyst (410-767-4766).

cc: Ellen Coffin, Director, Central Payroll Bureau
Bruce P. Martin, Principal Counsel
Cecilia Januszkiewicz, Deputy Secretary